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# Personnel Licensing Handbook Volume 2

Aircraft Maintenance Engineer and  
Air Traffic Controller

THIRD EDITION  
March 1991







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**Personnel Licensing Handbook  
Volume 2**

***Aircraft Maintenance Engineer and Air Traffic Controller***

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Those persons who certify or control aircraft in Canada are required under Part IV of the Air Regulations to hold a licence appropriate to their duties. The qualifications relating to Aircraft Maintenance Engineer and Air Traffic Controller Licences are set forth in this Volume of the Personnel Licensing Handbook which is published under the authority of the Minister of Transport and pursuant to Subsection 403(2) of the Air Regulations.

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## PERSONNEL LICENSING HANDBOOK

### VOLUME 2

#### AIRCRAFT MAINTENANCE ENGINEER AND AIR TRAFFIC CONTROLLER LICENCES

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Transport Canada

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Canada, Canada

2014-0000

Walter E. Farnes  
Transport Canada  
Secretary General

TECHNICAL LITERATURE  
VOLUME 1  
AIRCRAFT MAINTENANCE ENGINEER AND  
AIR TRAFFIC CONTROLLER LICENSES  
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## FOREWORD

### Personnel Licensing Handbook

#### Volume 2 - Aircraft Maintenance Engineer and Air Traffic Controller Licences

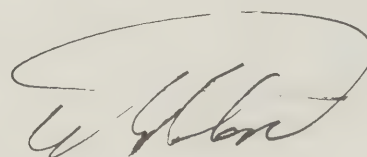
Those persons who certify or control aircraft in Canada are required under Part IV of the Air Regulations to hold a licence appropriate to their duties. The qualifications relating to Aircraft Maintenance Engineer and Air Traffic Controller Licences are set forth in this Volume of the Personnel Licensing Handbook which is published under the authority of the Minister of Transport and pursuant to subsection 403(2) of the Air Regulations.

The holder of an Aircraft Maintenance Engineer Licence may exercise the privileges of the licence provided that the period of validity as determined from the licence has not expired and the recency of experience requirements have been met.

An Air Traffic Controller Licence includes an attachment thereto which is the Licence Validation Certificate. The holder of an Air Traffic Controller Licence may exercise the privileges of the licence, provided that the period of validity as determined from the Licence Validation Certificate has not expired.

Throughout the Handbook, references are made to various Department of Transport publications. The source and cost of these publications are set forth in the List of Civil Aviation Publications (TP 3680E) which may be obtained free of charge from:

Transport Canada  
AANDHD  
Ottawa, Ontario, Canada  
K1A 0N8



Weldon R. Newton  
Director General  
Aviation Regulation





**PART I**  
**AIRCRAFT MAINTENANCE ENGINEER LICENCE**  
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## PART I

### AIRCRAFT MAINTENANCE ENGINEER LICENCE

#### CHAPTER 1

#### GENERAL REQUIREMENTS

1. Applicability

This chapter prescribes the requirements for the issue, endorsement and renewal of Aircraft Maintenance Engineer (AME) Licences issued under Part IV of the Air Regulations.

2. Definitions

For the purpose of this part:

- (a) "AME" means the holder of a valid Canadian Aircraft Maintenance Engineer Licence, issued in accordance with this part.
- (b) "Applicant" means an applicant for the issue, endorsement or renewal of an Aircraft Maintenance Engineer licence.
- (c) "Avionics systems" means aircraft electrical, electronic and instrument systems, and includes the electrical and electronic elements of other aircraft systems.
- (d) "Conforming state" means a state which conforms to the standards of Annex 1 to the Convention of International Civil Aviation signed at Chicago on December 7, 1944.
- (e) "Designator" means a code endorsed on an AME licence to indicate a licence rating.
- (f) "Dynamic components" means parts of an aircraft power drive system, and includes gearboxes and rotor assemblies.
- (g) "Group" means a number of types of aeronautical products, which have similar technical characteristics.
- (h) "Limitation" means an endorsement on an AME licence which restricts the scope of privileges conferred by the licence.

- (i) "Maintenance" means direct involvement in the repair, overhaul, inspection, modification and replacement of parts of aeronautical products, but does not include servicing.
- (j) "Propulsion systems" means aircraft engines, propellers and dynamic components.
- (k) "Rating" means an endorsement on an AME licence, indicating the types of aircraft or other aeronautical products to which the licence privileges apply.
- (l) "Servicing" means cleaning, lubrication and the replenishment of fluids, and includes pre-flight inspections and other technical activities which form part of normal flight crew duties.

3. International Civil Aviation Organization (ICAO)

Canada is a contracting state to the International Civil Aviation Organization (ICAO). Canadian AME licences issued under Part IV of the Air Regulations conform to the standards outlined in Annex I to the ICAO convention.

4. Notices to Aircraft Maintenance Engineers and Aircraft Owners (N-AME-AO)

To enable timely amendment, AME licensing information which is subject to frequent change is published in Notices to Aircraft Maintenance Engineers and Aircraft Owners (N-AME-AO). Where this part refers to a N-AME-AO, the reference applies to the current issue of the notice, as amended from time to time. It is the responsibility of AMEs and applicants to verify that the notices consulted are the latest issue.

5. Inquiries

Inquiries regarding AME licensing should be directed to the nearest Department of Transport regional or district office. These offices are listed in N-AME-AO 1/89.

6. Ratings

The ratings of an AME licence are indicated by designators endorsed on the licence. The privileges of the AME may be exercised in respect of the aeronautical products listed against those designators in N-AME-AO 4/89.

Ratings will normally be granted only for aircraft presently on the Canadian civil register. Ratings for aircraft not on the civil register may be granted in special circumstances at the discretion of the Superintendent, AME Licensing.

7. Categories

Ratings are divided into categories, according to the kinds of aeronautical product they include, as follows:

General Maintenance:	Category M - Aircraft
Specialized Maintenance:	Category E - Avionics Systems Category S - Structures Category P - Propulsion Systems

8. Privileges

An AME may sign a maintenance release for any maintenance performed on aeronautical products of the types indicated by the licence ratings, and may exercise other privileges as specified in the Airworthiness Manual.

9. Limitations

Where an AME does not meet all the requirements for a particular rating, the licence will be endorsed with a limitation which restricts the AME to those privileges for which the AME is qualified.

10. Requirements

N-AME-AO 4/89 lists the aeronautical product groups and contains tables which set forth the requirements applicable to each group. Applicants must meet those requirements as specified below:

(a) Basic Training

Where the table of requirements indicates a need for basic training, applicants, for initial issue or for additional ratings in a new category, must have satisfactorily completed an acceptable course of training in basic aircraft maintenance or basic electronics, as applicable. Information regarding these courses is contained in N-AME-AO 2/89.



(b) Post Graduate Training

Where the table of requirements indicates a need for type or group training, the applicant must have satisfactorily completed a course of training approved by the Department of Transport. A list of approved courses is contained in N-AME-AO 3/89.

(c) Experience

Applicants must have acquired the amount and type of maintenance experience specified in the table of requirements. Experience may be gained either on a full time or part time basis. Applicants who claim part time experience must produce original records, substantiating the actual hours worked. When assessing experience claims, 1 year shall consist of 1800 working hours. No credit will be allowed for more than 150 hours experience in any one month.

Where the table of requirements specifies a need for experience in a particular group and the applicant has been simultaneously employed in a number of different groups, the time claimed will be apportioned between the groups. Where an applicant claims time as solely devoted to a specific group, that time period may not be subsequently credited toward any other group.

(d) Recency of Experience

The applicant must have spent at least 6 of the immediately preceding 24 months in the performance, management, instruction or full time study of aviation maintenance, or as a flight engineer. At least 6 months of the applicant's total experience must have been acquired while working in accordance with Canadian Civil Air Regulations.

(e) Examinations

Applicants must successfully complete all the examinations specified in the applicable table of requirements. In the case of applications for additional ratings, credit will be given for the examinations passed in respect of the ratings already held. Information regarding the examinations syllabi, and guidance on preparing for the examinations, are contained in the Aircraft Maintenance Engineer Study and Reference Guide, TP 3043E.

(f) Maintenance Tasks

Applicants for initial issue of a licence, or for additional ratings in a new group, must provide proof of having performed a representative selection of maintenance tasks over the full range of applicable systems or structures. The tasks must be carried out under the direct supervision of an AME, and certified in accordance with Chapter 575 of the Airworthiness Manual.

The supervising AME must certify the completion of each task, together with the date, the aircraft type, registration mark, or component serial number, as applicable. Certification will indicate that in relation to the task, the applicant is competent to:

- (i) identify the correct standard,
- (ii) select the proper tools,
- (iii) perform the task correctly without supervision, and
- (iv) complete the necessary documentation.

Examples and suggested numbers of suitable tasks are listed in Appendix B.

(g) Age

Prior to issue of the licence, the applicant shall have attained the age of 21 years.

11. AME Log Book

The record of tasks completed, and details of the applicant's training and experience, may be recorded in an AME log book, Transport Canada publication - TP 9761E (English) or TP 9761F (French). Persons who sign the employment and training sections of the log book shall also be responsible for the accuracy of statements in the book regarding tasks completed in their employment. AME log books are available, upon receipt of a cheque or money order made payable to the Receiver General for Canada for the amount of \$10.00 each, from:

Transport Canada  
AANDHD  
Ottawa, Ontario  
K1A 0N8  
Telephone: (613) 991-9970

12. Exemptions

Applicants for initial issue who hold an equivalent licence issued by a conforming state will be exempt from the requirements for maintenance tasks and Canadian civil experience.

13. Approved Courses

For licensing purposes, the Department of Transport grants approval to Aircraft Maintenance Engineer training courses of the following kinds:

- (a) basic training courses, which entitle a graduate to a reduction in the total experience requirement for an AME Licence;
- (b) conversion courses, which entitle a graduate to a reduction in the group, fixed wing or rotary wing experience requirements for certain ratings; and
- (c) type courses, which are a mandatory requirement for certain licence ratings.

N-AME-AO 2/89 contains lists of approved basic training and conversion courses. N-AME-AO 3/89 contains a list of approved type courses. Other courses may be accepted by the Department of Transport if they can be shown to meet comparable standards. Details of the standards applicable to approved training courses are contained in Appendix C.

14. Application Procedures

Applications shall be submitted on Form 26-0028, which is available upon request from Department of Transport offices. All three copies of the form must be submitted to the appropriate regional or district office. The AME log book and other records relating to training and experience, must be attached. Examples of completed application forms are contained in Appendix A.

Applicants for initial issue must also provide proof of citizenship and age. For these purposes, the following documents will be acceptable:

- (a) for citizenship:
  - (i) a birth or baptismal certificate issued in Canada or in a state whose citizens do not require a passport to enter Canada;
  - (ii) a valid passport;
  - (iii) a citizenship certificate;
  - (iv) a Canadian Immigration Record and Visa, Form IMM 1000; or
  - (v) a valid aviation personnel licence showing the citizenship of the holder and issued by the state of which he is a citizen;
- (b) and for age:
  - (i) a Canadian citizenship certificate;



- (ii) a birth or baptismal certificate; or
- (iii) a passport.

When it is not possible to provide documentary proof of age or citizenship, a statutory declaration may be accepted in lieu.

All supporting documents must be either original documents or be notarized as certified true copies of the original documents. They shall not be in abbreviated or coded form. Supporting documents must be in either English or French. Translation from other languages shall be the applicant's responsibility.

Following a review of the application and supporting documents, original documents will be returned, and the applicant will be advised of which examinations may be attempted.

15. Application Time Limit

An application will remain valid for 12 months from the date of its approval by the Department of Transport. All requirements must be met within this period. If all the requirements are not met within 12 months, credit for any successfully completed examinations will be forfeited and a new application must be submitted. The new application will be assessed against the requirements which are in effect at the time it is received.

16. Admission to Examinations

Applicants who meet the basic training requirement and have at least 50% of the applicable group experience, may attempt the examinations for an AME licence up to 6 months prior to obtaining the necessary total experience. If successful, they will be issued a licence upon submission of proof that the remainder of the required experience has been obtained.

Applicants who fail an examination on the first attempt will not be examined again on the same subject sooner than 30 days following the failure. Applicants who fail an examination on the second or subsequent attempt will not be examined again on the same subject sooner than 6 months following the failure.

17. Conduct of Examinations

Examination candidates shall comply with the instructions of the invigilator. Except as expressly permitted by the invigilator, applicants shall not:

- (a) copy, remove, or make any marks on an examination paper, or on any supporting documentation;



- (b) give to or receive from any other person a copy of an examination paper or supporting documentation;
- (c) give assistance to or receive assistance from any other person during an examination; or
- (d) use any type of written or electronic reference material, other than material supplied by the invigilator.

Applicants may use a simple electronic calculator if they clear all memory in the presence of the invigilator both before and after the examination.

Failure to comply with these rules of conduct will be grounds for declaring the examination void and the candidate may be prohibited from attempting an AME examination for up to one year.

18. Licence Renewal

Unless cancelled or suspended, an AME licence will remain in force until the "valid to" date shown on the licence. The normal period of validity is 5 years. To qualify for renewal, the licence holder must show compliance with the currency of experience requirements set forth in Section 19.

Application for renewal may be made by submission of a completed Form 26-0028 during the 60 days immediately preceding expiry. The licence may also be renewed at the time of endorsement for additional ratings or change of address. Details of the training and experience gained since the last application must be entered in the appropriate section of the form.

19. Currency of Experience

No AME shall exercise any of the privileges of the licence, or shall be entitled to renewal of the licence, unless within the preceding 24 months, the AME:

- (a) has spent at least 6 months in the performance, management, instruction or full-time study of aviation maintenance;
- (b) has spent at least 6 months as a flight engineer; or
- (c) has successfully completed a Department of Transport examination on the Air Regulations.

An AME who is not in compliance with (a) or (b) may regain compliance by working under supervision until the required experience has been obtained. Alternatively, the AME may attempt an examination on the Air Regulations in accordance with (c) upon submission of an application for renewal on Form 26-0028, annotated "no recent experience" in the "training and experience" section. An AME who attempts the Air Regulations Examination in accordance with (c) and fails, will not be entitled to renewal until the examination has been successfully completed.

20. Expiry of Licence

An AME whose licence has been expired for 2 years or less will be issued with a new licence upon meeting the requirements for renewal. An AME whose licence has been expired for more than 2 years will be issued with a new licence upon meeting all the requirements for initial issue. Licences issued in accordance with this section will be valid from the date upon which all the requirements are met (i.e. they will not be backdated).

21. Change of Address

AMEs shall notify the Department of Transport of any change of permanent address within 7 days following the change. Notification may be made by submission of Form 26-0028, showing the new address, and annotated "change of address" in the space entitled "category and ratings requested".

22. Change of Name

AMEs who wish to change the name shown on their licence because of marriage, court order, or other reason, must submit the following declaration:

"I am the holder of AME licence number \_\_\_\_\_ issued in the name \_\_\_\_\_ . The name that I am known by and commonly use, and that I wish to appear on my AME licence is \_\_\_\_\_ .

Date \_\_\_\_\_ Signed \_\_\_\_\_ "

(Assumed Name)

23. Change of Citizenship

The licence of an AME whose citizenship has changed may be replaced upon submission of Form 26-0068, annotated "Change of citizenship" in the area marked "Category and Ratings requested". The application must be accompanied by proof of the new citizenship.

24. Replacement of Licence

A lost, damaged, or destroyed AME licence may be replaced upon submission of the following declaration:

"I am the holder of AME Licence number \_\_\_\_\_. I declare that the said document has been lost/destroyed/damaged\* and I hereby apply for a replacement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant "

\*State which.

If available, the damaged licence should be returned for cancellation at the time of application for a replacement.

25. Charges

The charges applicable to AME licences are set forth in section 820 of the Air Regulations. In case of conflict, the schedule of charges in the Air Regulations will prevail.

## APPENDIX "A"

PL Vol. 2

1 - 11

DEPARTMENT OF TRANSPORT  
AIRCRAFT MAINTENANCE ENGINEER LICENCE  
APPLICATIONMINISTÈRE DES TRANSPORTS  
LICENCE DE MÉCANICIEN D'ENTRETIEN D'AÉRONEFS  
DEMANDÉ☒ FOR ISSUE  
DE DÉLIVRANCE☐ FOR ENDORSEMENT  
D'ANNOTATION☐ FOR RENEWAL  
DE RENOUVELLEMENT

DOT FILE NO. - N° DE DOSSIER

5802 -

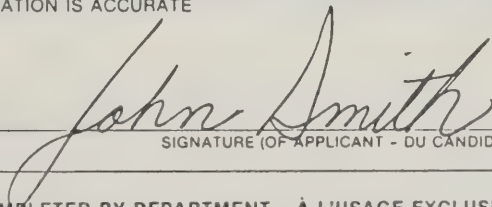
010

## A TO BE COMPLETED BY APPLICANT - À ÊTRE REMPLI PAR LE CANDIDAT(E)

FULL GIVEN NAME(S) (NO INITIALS) - PRÉNOM(S) AU COMPLET (PAS D'INITIALES)		SURNAME - NOM DE FAMILLE		120 SEX - SEXE
050 JOHN HENRY		SMITH		<input checked="" type="checkbox"/> M <input type="checkbox"/> F
MAILING ADDRESS - NO. AND STREET - ADRESSE POSTALE - NUMÉRO ET RUE		APT. NO. - N° APP.	TEL NO. - N° DU TEL.	
060 1234 ANYSTREET		30	666-1234	
CITY/TOWN - VILLE/VILLAGE		PROVINCE	POSTAL - CODE - POSTAL	
070 ANYTOWN		ONTARIO	081 A 2 B 3 C	
DATE (OF BIRTH - DE NAISSANCE)	PRESENT RATINGS (IF APPLICABLE) QUALIFICATIONS PRÉSENTES (AU BESOIN)		CATEGORY AND RATINGS REQUESTED CATÉGORIE ET QUALIFICATIONS DEMANDÉES	
110 17 <sup>DJ</sup> 06 <sup>M</sup> 59 <sup>YA</sup>	—		M2	
CITIZEN OF - CITOYEN(NE) DE				
130 CANADA				
LICENCE NO. - N° (IF APPLICABLE - AU BESOIN)				
170 —				

## STATEMENT OF PRACTICAL EXPERIENCE AND TRAINING - COMPTE RENDU DE L'EXPÉRIENCE PRATIQUE ET D'ENTRAÎNEMENT

EMPLOYER/SCHOOL EMPLOYEUR/ÉCOLE	DATE FROM DE	TO À	NATURE OF DUTIES/TRAINING (LINE MAINTENANCE OVERHAUL ETC.) NATURE DES DEVOIRS/ENTRAÎNEMENT (MAINTENANCE PRIMAIRE, RÉVISION, ETC.)	TYPE OF EQUIPMENT/COURSE (MODEL OF AIRCRAFT ETC.) TYPE D'ÉQUIPEMENT/COURS (MODÈLE D'AÉRONEF ETC.)
Nortec College	Sep/84	May/85	Student a/c technician	Aircraft Mechanics
Antique Air	Jun/85	Jul/87	Line maintenance	C-183, Piper PA12
Air Nouveau	Jul/87	Jan/89	100 hour checks	DHC-2, Beech Baron
				DHC-3
				PA18, PA31

ALL INFORMATION ON THIS FORM AND THAT SUPPLIED IN SUPPORTING  
DOCUMENTATION IS ACCURATETOUTES INFORMATIONS SOUMISES DANS CETTE DEMANDE ET  
DANS LA DOCUMENTATION FOURNIE AVEC CETTE DEMANDE SONT  
EXACTES


SIGNATURE (OF APPLICANT - DU CANDIDAT(E))

 DJ 02 M 01 YA 90  
 DATE

## B TO BE COMPLETED BY DEPARTMENT - À L'USAGE EXCLUSIF DU MINISTÈRE

DEPARTMENTAL ASSESSMENT AND REMARKS (IF APPLICABLE) - ÉVALUATION DU MINISTÈRE  
COMMENTAIRES (AU BESOIN)

RECOMMENDED FOR ISSUE/ENDORSEMENT TO INCLUDE THE FOLLOWING: - RECOMMANDÉ

CATEGORY - CATÉGORIE 220 RATINGS - QUALIFICATIONS 240

AIRWORTHINESS INSPECTOR - INSPECTEUR DE NAVIGABILITÉ

TEMPORARY ISSUE - ÉMIS TEMPORAIREMENT	FEE PAID FRAIS PAYÉ	RECEIPT NO. - N° DU REÇU	AUDIT - VÉRIFICATION	APPROVED FOR ISSUE - APPROBATION D'ÉMISSION
D-J M Y-A				

**Note:** Application should be  
accompanied by full documentation  
as outlined in the PLH.



DEPARTMENT OF TRANSPORT  
AIRCRAFT MAINTENANCE ENGINEER LICENCE  
APPLICATION

MINISTÈRE DES TRANSPORTS  
LICENCE DE MÉCANICIEN D'ENTRETIEN D'AÉRONEFS  
DEMANDE

☐ FOR ISSUE  
DE DÉLIVRANCE

☒ FOR ENDORSEMENT  
D'ANNOTATION

☐ FOR RENEWAL  
DE RENOUVELLEMENT

DOT FILE NO. - N° DE DOSSIER  
5802 -  
010

**A TO BE COMPLETED BY APPLICANT - À ÊTRE REMPLI PAR LE CANDIDAT(E)**

FULL GIVEN NAME(S) (NO INITIALS) - PRÉNOM(S) AU COMPLET (PAS D'INITIALES)		SURNAME - NOM DE FAMILLE		120 SEX - SEXE
050 JOHN HENRY		SMITH		<input checked="" type="checkbox"/> M <input type="checkbox"/> F
MAILING ADDRESS - NO. AND STREET - ADRESSE POSTALE - NUMÉRO ET RUE		APT. NO. - N° APP.	TEL. NO. - N° DU TÉL.	
060 1234 ANYSTREET		30	666-1234.	
CITY/TOWN - VILLE/VILLAGE		PROVINCE	POSTAL - CODE - POSTAL	
070 ANYTOWN		ONTARIO	080 1A2B3C	
DATE (OF BIRTH - DE NAISSANCE)		PRESENT RATINGS (IF APPLICABLE) QUALIFICATIONS PRÉSENTES (AU BESOIN)		CATEGORY AND RATINGS REQUESTED CATÉGORIE ET QUALIFICATIONS DEMANDÉES
110 17 06 59		M2		M - CV64
CITIZEN OF - CITOYEN(NE) DE				
130 CANADA				
LICENCE NO. - N° (IF APPLICABLE - AU BESOIN)				
170 HQM-000000				

**STATEMENT OF PRACTICAL EXPERIENCE AND TRAINING - COMPTE RENDU DE L'EXPÉRIENCE PRATIQUE ET D'ENTRAÎNEMENT**

EMPLOYER/SCHOOL EMPLOYEUR/ÉCOLE	DATE FROM DE	TO A	NATURE OF DUTIES/TRAINING (LINE MAINTENANCE OVERHAUL ETC.) NATURE DES DEVOIRS/ENTRAÎNEMENT (MAINTENANCE PRIMAIRE, RÉVISION, ETC.)	TYPE OF EQUIPMENT/COURSE (MODEL OF AIRCRAFT ETC.) TYPE D'ÉQUIPEMENT/COURS (MODÈLE D'AÉRONEF ETC.)
Pacific North Airways	Feb 89	Present	B/C Checks	CV580, CV640
Kelowna Flightcraft	Mar 90	Mar 90	Aircraft Type Course	CV580/640

ALL INFORMATION ON THIS FORM AND THAT SUPPLIED IN SUPPORTING  
DOCUMENTATION IS ACCURATE

TOUTES INFORMATIONS SOUMISES DANS CETTE DEMANDE ET  
DANS LA DOCUMENTATION FOURNIE AVEC CETTE DEMANDE SONT  
EXACTES

*John Smith*  
SIGNATURE (OF APPLICANT - DU CANDIDAT(E))

09 05 90  
DATE

**B TO BE COMPLETED BY DEPARTMENT - À L'USAGE EXCLUSIF DU MINISTÈRE**

DEPARTMENTAL ASSESSMENT AND REMARKS (IF APPLICABLE) - ÉVALUATION DU MINISTÈRE  
COMMENTAIRES (AU BESOIN)

RECOMMENDED FOR ISSUE/ENDORSEMENT TO INCLUDE THE FOLLOWING: - RECOMMANDÉ

CATEGORY - CATÉGORIE 220 RATINGS - QUALIFICATIONS 240

AIRWORTHINESS INSPECTOR - INSPECTEUR DE NAVIGABILITÉ

TEMPORARY ISSUE - ÉMIS TEMPORAIREMENT			FEE PAID FRAIS PAYÉ	RECEIPT NO. - N° DU REÇU	AUDIT -
DJ	M	Y-A			

**Note:** Only details of training and experience since the last application need be included. Application should be accompanied by supporting documents as outlined in the PLH.

DEPARTMENT OF TRANSPORT  
AIRCRAFT MAINTENANCE ENGINEER LICENCE  
APPLICATIONMINISTÈRE DES TRANSPORTS  
LICENCE DE MÉCANICIEN D'ENTRETIEN D'AÉRONEFS  
DEMANDE☐ FOR ISSUE  
DE DÉLIVRANCE☐ FOR ENDORSEMENT  
D'ANNOTATION☒ FOR RENEWAL  
DE RENOUVELLEMENT

DOT FILE NO. - N° DE DOSSIER

5802 -

010

## A TO BE COMPLETED BY APPLICANT - À ÊTRE REMPLI PAR LE CANDIDAT(E)

FULL GIVEN NAME(S) (NO INITIALS) - PRÉNOM(S) AU COMPLET (PAS D'INITIALES)		SURNAME - NOM DE FAMILLE		120 SEX - SEXE
050 JOHN HENRY		SMITH		<input checked="" type="checkbox"/> M <input type="checkbox"/> F
MAILING ADDRESS - NO. AND STREET - ADRESSE POSTALE - NUMÉRO ET RUE		APT. NO. - N° APP.	TEL. NO. - N° DU TÉL.	
060 1234 ANY STREET		30	666-1234	
CITY/TOWN - VILLE/VILLAGE		PROVINCE	POSTAL - CODE - POSTAL	
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DATE (OF BIRTH - DE NAISSANCE)		PRESENT RATINGS (IF APPLICABLE) QUALIFICATIONS PRÉSENTES (AU BESOIN)		CATEGORY AND RATINGS REQUESTED CATÉGORIE ET QUALIFICATIONS DEMANDÉES
110 17 <sup>DJ</sup> 06 <sup>Y</sup> 59 <sup>A</sup>		M2, M6-CV64		—
CITIZEN OF - CITOYEN(NE) DE				
130 CANADA				
LICENCE NO. - N° (IF APPLICABLE - AU BESOIN)				
170 HQM-000000				

## STATEMENT OF PRACTICAL EXPERIENCE AND TRAINING - COMPTE RENDU DE L'EXPÉRIENCE PRATIQUE ET D'ENTRAÎNEMENT

EMPLOYER/SCHOOL EMPLOYEUR/ÉCOLE	DATE FROM TO DE À	NATURE OF DUTIES/TRAINING (LINE MAINTENANCE OVERHAUL ETC.) NATURE DES DEVOIRS/ENTRAÎNEMENT (MAINTENANCE PRIMAIRE, REVISION, ETC.)	TYPE OF EQUIPMENT/COURSE (MODEL OF AIRCRAFT ETC.) TYPE D'ÉQUIPEMENT/COURS (MODÈLE D'AÉRONEF ETC.)
Pacific North Airways	Feb 89 Present	B/C Checks	CV580, CV64

ALL INFORMATION ON THIS FORM AND THAT SUPPLIED IN SUPPORTING  
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DANS LA DOCUMENTATION FOURNIE AVEC CETTE DEMANDE SONT  
EXACTES

SIGNATURE (OF APPLICANT - DU CANDIDAT(E))

DATE

## B TO BE COMPLETED BY DEPARTMENT - À L'USAGE EXCLUSIF DU MINISTÈRE

DEPARTMENTAL ASSESSMENT AND REMARKS (IF APPLICABLE) - ÉVALUATION DU MINISTÈRE  
COMMENTAIRES (AU BESOIN)

RECOMMENDED FOR ISSUE/ENDORSEMENT TO INCLUDE THE FOLLOWING: - RECOMMANDÉ

CATEGORY - CATÉGORIE 220 RATINGS - QUALIFICATIONS 240

AIRWORTHINESS INSPECTOR - INSPECTEUR DE NAVIGABILITÉ

TEMPORARY ISSUE - ÉMIS TEMPORAIREMENT

FEE PAID  
FRAIS PAYÉ

RECEIPT NO. - N° DU REÇU

AUDIT -

DJ M Y-A

Note: Only details of experience within the last 24 months need be included. There is no requirement to submit proof of recent experience, however applications will be subject to verification by the D.O.T.





## APPENDIX "B"

### TYPICAL ACCEPTABLE EXPERIENCE

#### BY ATA CODE

##### **ATA: 05 (Time limits/Maintenance Checks)**

100 hour check (small aircraft)  
"B" or "C" check (transport category)  
Review records for compliance with ADs  
Inspection following heavy landing  
Inspection following lightning strike

##### **ATA: 06 (Dimensions/Areas)**

Locate component(s) by station number  
Perform symmetry check

##### **ATA: 07 (Lifting and Shoring)**

Jack aircraft nose or tail wheel  
Jack complete aircraft  
Sling or trestle major component

##### **ATA: 08 (Leveling/Weighting)**

Level aircraft  
Weigh aircraft  
Prepare weight and balance amendment  
Check aircraft against equipment list

##### **ATA: 09 (Towing and Taxiing)**

Tow aircraft  
Taxi aircraft

##### **ATA: 10 (Parking and Mooring)**

Tie down aircraft  
Park, secure and cover aircraft  
Position aircraft in dock  
Secure rotor blades

##### **ATA: 11 (Placards and Markings)**

Check aircraft for correct placards  
Check aircraft for correct markings

##### **ATA: 12 (Servicing)**

Refuel aircraft  
Defuel aircraft  
Check tire pressures  
Check oil level  
Check hydraulic fluid level  
Check accumulator pressure  
Charge pneumatic system  
Grease aircraft  
Connect ground power  
Service toilet/water system  
Perform pre-flight check

##### **ATA: 18 (Vibration/Noise Analysis)**

Analyses helicopter vibration  
Analyse noise spectrum

##### **ATA: 21 (Air Conditioning)**

Replenish freon system  
Replace combustion heater  
Replace outflow valve  
Replace vapor cycle unit  
Replace air cycle unit  
Replace cabin blower  
Replace heat exchanger  
Replace pressurization controller  
Clean outflow valves  
Check operation of air conditioning  
Check pressurization system  
Troubleshoot faulty system

##### **ATA: 22 (Auto Flight)**

Install servos  
Rig bridle cables  
Replace controller  
Replace amplifier  
Check operation of auto-pilot  
Check operation of auto-throttle  
Check operation of yaw damper  
Check and adjust servo clutch  
Perform autopilot gain adjustments  
Perform Mach trim functional check  
Troubleshoot faulty system



**ATA: 23 (Communications)**

Replace VHF com unit  
Replace HF com unit  
Replace existing antenna  
Install new antenna  
Replace static discharge wicks  
Check operation of radios  
Perform antenna VSWR check  
Perform SELCAL operational check  
Perform operational check of PA system  
Check audio integrating system  
Repair coaxial cable  
Troubleshoot faulty system

**ATA: 24 (Electrical Power)**

Charge lead/acid battery  
Charge ni-cad battery  
Check battery capacity  
Replace cells  
Deep-cycle ni-cad battery  
Replace generator  
Replace switches  
Replace circuit breakers  
Adjust voltage regulator  
Amend electrical load analysis report  
Repair/replace electrical feeder cable  
Troubleshoot faulty system

**ATA: 25 (Equipment/Furnishings)**

Replace carpets  
Replace crew seats  
Replace passenger seats  
Check inertia reels  
Check seats/belts for security  
Check emergency equipment  
Check ELT for compliance with regulations  
Repair toilet waste container  
Repair upholstery  
Change cabin configuration

**ATA: 26 (Fire Protection)**

Check fire bottle contents  
Check operation of warning system  
Check cabin fire extinguisher contents  
Check lavatory smoke detector system  
Install new fire bottle  
Replace fire bottle squib  
Troubleshoot faulty system

**ATA: 28 (Fuel)**

Replace booster pump  
Replace fuel selector  
Replace fuel tank cells  
Check filters  
Flow check system  
Calibrate fuel quantity gauges  
Check operation feed/selectors  
Troubleshoot faulty system

**ATA: 27 (Flight Controls)**

Replace horizontal stabilizer  
Replace elevator  
Replace aileron  
Replace rudder  
Replace trim tabs  
Install control cable and fittings  
Replace flaps  
Replace powered flying control unit  
Replace flap actuator  
Adjust trim tab  
Adjust control cable tension  
Check range and sense of movement  
Check assembly and locking  
Troubleshoot faulty system

**ATA: 29 (Hydraulics)**

Replace engine driven pump  
Replace standby pump  
Replace accumulator  
Check operation of shut off valve  
Check filters  
Check indicating systems  
Perform functional checks  
Troubleshoot faulty system

**ATA: 30 (Ice and Rain Protection)**

Replace fluid tank  
Replace pump  
Replace timer  
Replace distributor  
Install wiper motor  
Repair de-icing boot  
Adjust brush block  
Check operation of systems  
Troubleshoot faulty system

**ATA: 31 (Indicating/Recording Systems)**

Replace flight data recorder  
Replace cockpit voice recorder  
Replace clock  
Replace panel vibrator  
Replace master caution unit  
Perform FDR calibration  
Perform FDR data retrieval  
Troubleshoot faulty system

**ATA: 32 (Landing Gear)**

Build up wheel  
Replace main wheel  
Replace nose wheel  
Replace shimmy damper  
Rig nose wheel steering  
Replace shock strut seals  
Replace brake unit  
Replace brake control valve  
Bleed brakes  
Test antiskid unit  
Test gear retraction  
Change bungees  
Install floats  
Install skis  
Adjust micro switches  
Charge struts  
Troubleshoot faulty system

**ATA: 33 (Lights)**

Repair/replace rotating beacon  
Repair/replace landing lights  
Repair/replace navigation lights  
Repair/replace interior lights  
Repair/replace emergency lighting  
Check emergency lighting system  
Troubleshoot faulty system

**ATA: 34 (Navigation)**

Calibrate compass  
Replace airspeed indicator  
Replace altimeter  
Replace air data computer  
Replace VOR unit  
Replace ADI  
Replace HSI  
Check pitot static system for leaks  
Check operation of directional gyro  
Functional check weather radar

Functional check doppler  
Functional check TCAS  
Functional check DME  
Functional check ATC Transponder  
Functional check flight director system  
Functional check inertial navigation system  
Check calibration of ADF system  
Update flight management system  
Check calibration of altimeter system  
Troubleshoot faulty system

**ATA: 35 (Oxygen)**

Inspect on board oxygen equipment  
Purge and recharge oxygen system  
Replace regulator  
Replace oxygen generator  
Test crew oxygen system  
Check oxygen mask deployment  
Troubleshoot faulty system

**ATA: 36 (Pneumatic Systems)**

Replace filter  
Replace compressor  
Recharge desiccator  
Adjust regulator  
Check for leaks  
Troubleshoot faulty system

**ATA: 37 (Vacuum Systems)**

Replace vacuum pump  
Check/Replace filters  
Adjust regulator  
Troubleshoot faulty system

**ATA: 38 (Water/Waste)**

Replace water pump  
Replace faucet  
Replace toilet pump  
Troubleshoot faulty system

**ATA: 45 (Central Maintenance System)**

Retrieve data from CMU  
Replace CMU  
Perform BITE check  
Troubleshoot faulty system

**ATA: 49 (Airborne Auxiliary Power)**

Install APU  
Inspect hot section  
Troubleshoot faulty system

**ATA: 51 (Structures)**

Sheet metal repair  
Fibre glass repair  
Wooden repair  
Fabric repair  
Recover fabric control surface  
Treat corrosion  
Apply protective treatment

**ATA: 52 (Doors)**

Rig/Adjust locking mechanism  
Adjust air stair system  
Check operation of emergency exits  
Test door warning system  
Troubleshoot faulty system

**ATA: 56 (Windows)**

Replace windshield  
Replace window  
Repair transparency

**ATA: 57 (Wings)**

Skin repair  
Recover fabric wing  
Replace tip  
Replace rib  
Check incidence/rig  
Assemble propeller  
Replace propeller  
Replace governor  
Adjust governor  
Static functional checks  
Check during ground run  
Check track  
Check setting of micro switches  
Dress out blade damage  
Dynamically balance prop  
Overhaul governor  
Overhaul propeller  
Troubleshoot faulty system

**ATA: 62 (Main Rotors)**

Install rotor assembly  
Replace blades  
Replace damper assembly  
Check track  
Check static balance  
Check dynamic balance  
Troubleshoot

**ATA: 63 (Rotor Drive)**

Replace mast  
Replace drive coupling  
Replace clutch/freewheel unit  
Replace drive belt  
Install main gearbox  
Overhaul main gearbox  
Check gearbox chip detectors

**ATA: 64 (Tail Rotors)**

Install rotor assembly  
Replace blades  
Troubleshoot

**ATA: 65 (Tail Rotor Drive)**

Replace bevel gearbox  
Replace universal joints  
Overhaul bevel gearbox  
Install drive assembly  
Check chip detectors

**ATA: 67 (Rotorcraft Flight Controls)**

Install swash plate  
Install mixing box  
Adjust pitch links  
Rig collective system  
Rig cyclic system  
Rig anti-torque system  
Check assembly and locking  
Check operation and sense  
Troubleshoot faulty system

**ATA: 71 (Power Plant)**

Build up ECU  
Replace engine  
Replace scat hose  
Repair cooling baffles



Repair cowling  
Adjust cowl flaps  
Repair faulty wiring  
Troubleshoot

#### **ATA: 72 (Piston Engines)**

Remove/Install reduction gear  
Overhaul engine  
Top overhaul  
Check crankshaft run-out  
Check tappet clearance  
Check compression  
Extract broken stud  
Install helicoil  
Perform ground run  
Establish/Check reference RPM  
Troubleshoot

#### **ATA: 72 (Turbine Engines)**

Replace module  
Hot section inspection  
Engine ground run  
Establish reference power  
Trend monitoring/gas path analysis  
Troubleshoot

#### **ATA: 73 (Fuel and Control, Piston)**

Replace engine driven pump  
Adjust AMC  
Adjust ABC  
Install carburetor/injector  
Adjust carburetor/injector  
Clean injector nozzles  
Replace primer line  
Check carburetor float setting  
Troubleshoot faulty system

#### **ATA: 73 (Fuel and Control, Turbine)**

Replace FCU  
Replace engine driven pump  
Clean/Test fuel nozzles  
Clean/Replace filters  
Adjust FCU  
Troubleshoot faulty system

#### **ATA: 74 (Ignition Systems, Piston)**

Change magneto  
Change ignition vibrator  
Change plugs  
Test plugs  
Check H.T. leads  
Install new leads  
Check timing  
Check system bonding  
Troubleshoot faulty system

#### **ATA: 74 (Ignition Systems, Turbine)**

Check glow plugs/ignitors  
Check H.T. leads  
Check ignition unit  
Replace ignition unit  
Troubleshoot faulty system

#### **ATA: 76 (Engine Controls)**

Rig thrust lever  
Rig RPM control  
Rig mixture HP cock lever  
Rig power lever  
Check control sync  
Check assembly and locking  
Check range and sense  
Adjust pedestal micro-switches  
Troubleshoot faulty system

#### **ATA: 77 (Engine Indicating)**

Replace engine instruments(s)  
Replace oil temperature bulb  
Replace thermocouples  
Check calibration  
Troubleshoot faulty system

#### **ATA: 78 (Exhaust, Piston)**

Replace exhaust gasket  
Inspect welded repair  
Pressure check cabin heater muff  
Troubleshoot faulty system



**ATA: 78 (Exhaust, Turbine)**

Change jetpipe  
Change shroud assembly  
Install trimmers

**ATA: 79 (Oil)**

Change oil  
Check filter(s)  
Adjust pressure relief valve  
Replace oil tank  
Replace oil pump  
Replace oil cooler  
Replace firewall shut off valve  
Perform oil dilution  
Troubleshoot faulty system

**ATA: 80 (Starting)**

Replace starter  
Replace start relay  
Replace start control valve  
Check cranking speed  
Troubleshoot faulty system

**ATA: 81 (Turbines, Piston Engines)**

Replace PRT  
Replace turbo-blower  
Replace heat shields  
Replace waste gate  
Adjust density controller

**ATA: 82 (Engine Water Injection)**

Replace water/methanol pump  
Flow check water/methanol system  
Adjust water/methanol control unit  
Check fluid for quality  
Troubleshoot faulty system

**ATA: 83 (Accessory Gear Boxes)**

Replace gearbox  
Replace drive shaft  
Check chip detector

## APPENDIX "C"

### APPROVED TRAINING ORGANIZATIONS

1. Purpose

To provide guidance for the establishment of aircraft maintenance training courses.

2. Reference Regulatory Requirements

Personnel Licensing Handbook, Volume 2, Part I.

3. Applicability

This advisory is applicable to basic training, conversion and aircraft type courses. It is not applicable to approved maintenance organization training programs, except in the cases where the approved maintenance organization program provides training towards an AME licence.

4. Background

A number of different Department of Transport (DOT) course approvals are available. Dependent upon the type of approval granted, successful completion of an approved course will either provide credit towards the experience requirements set forth in the Personnel Licensing Handbook, Volume 2, or meet the mandatory training requirements for a particular aircraft type. Schools which meet the standards outlined in this advisory will be issued a DOT Certificate of Approval.

These establishments will be required to produce a training control manual describing their policies and procedures in accordance with the standards outlined in this document. Approved training organizations will be subject to surveillance and periodic audits to maintain approval.

5. Training Categories

There are three main categories of training approvals:

(a) Basic Training Courses

These courses are intended for the initial training of students, prior to entering the aviation industry. The courses, which may be in either general aircraft or avionics maintenance, provide the student with a basic knowledge of theory, standard practices, and an understanding of regulatory requirements. Completion of an approved basic course may entitle an applicant for an AME licence to credit it towards the total experience requirement.

(b) Conversion Courses

These courses are intended for aircraft maintenance personnel who have either acquired practical maintenance experience in the aviation industry, or have successfully completed a basic training course. The courses provide an already skilled individual with knowledge and hands-on experience in a particular field of maintenance, to offset some or all of the experience required for a particular group or rating (e.g. rotorcraft or structural repair).

(c) Aircraft Type Courses

These courses are intended to provide experienced aircraft maintenance personnel with the necessary level of knowledge to sign a maintenance release for the aircraft type concerned. The courses meet the mandatory training requirement for endorsement of the type on an AME licence. Type courses conducted by approved maintenance organizations, in accordance with Chapter 573 of the Airworthiness Manual, which meet the requirements of this document, may also qualify for approval under this heading.

6. Application for Approval

Application for approval of training courses should be made to the regional office in which the training organization is located. In the case of organizations whose facilities are located outside Canada, application should be made to the Superintendent, AME Licensing, Airworthiness Branch, Transport Canada, Ottawa.

Each type of course will be dealt with separately in its own section of this advisory, but certain requirements are common to all forms of approved training, as outlined in section 7.

7. Common Requirements

Organizations requesting approval must prepare a training control manual in accordance with this document and submit two copies of the appropriate DOT office. The training control manual must include a system for amendments. Copies shall be serialized and shall include a list of holders of the manual, by serial numbers. The training control manual must clearly describe policies, procedures and pertinent data related to the following, as well as the specific requirements related to the appropriate section 8, 9 or 10.

(a) Quality Control System

A quality control system must be established to ensure that the policies and procedures described in the training control manual are effectively in place. The school shall appoint an individual with the duties and responsibilities to ensure the integrity of this program. This individual shall have a minimum of six years in the maintenance of aircraft, experience in training and be acceptable to the DOT.

(b) Curriculum

The school must have in place policies and procedures to ensure that curriculum objectives have been met. Where the department has published curriculum guidelines for the type of training involved, the curriculum must meet those requirements.

The curriculum must include:

- (i) Details of the allotted numbers of hours per subject, and the course objectives, indicating level of competency and skill to be achieved by the student.



- (ii) Details of practical projects to be completed by individuals or groups, either at the facility or in the field.
- (iii) Ratio of theory to hands-on shop time.
- (iv) A schedule of the examinations or tests to be given.

The school must adhere to the approved curriculum, which may not be changed without prior approval from the DOT.

(c) Record Keeping

The school must keep a current record for each student enrolled, including attendance and grades, and retain this record for a period of not less than 5 years from the date of graduation. These records shall be made available to the DOT upon request.

(d) Attendance

The training schedule must ensure that students do not exceed eight hours of training (or combined duty/training) in any one day, or more than six days or forty hours of duty/training in any seven day period. The only exceptions to these requirements are in those situations where, due to equipment availability, the students would otherwise miss an opportunity for access to specific equipment (e.g. simulator, aircraft). Exceptions of this nature must be approved by the DOT and specified in the training control manual.

The school must accurately document the student's attendance, ensuring that the individual's presence is recorded and controlled for each class, shop or laboratory.

Students missing more than 5% of the course curriculum through absence will not qualify for any credit under the DOT course approval, unless the lost time is made up through documented supplementary studies, which must include theory, workshop and laboratory time, equivalent to that missed from the original program. The training control manual must contain an explanation of the means by which a student's attendance may be verified.

Students who graduate from a basic training course but who have missed more than 5% of the course curriculum through absence, while not qualifying for any experience credit, may still qualify as having completed an acceptable course in avionics or aircraft maintenance.

(e) Examination

Examinations must be developed, in accordance with policies and procedures to ensure students have achieved the course objectives. The examinations may be written tests or a combination of written, oral and practical tests. The passing grade should normally be 70%. Other grades may be acceptable where the school can demonstrate that the grades are appropriate and effective.

The student must attain a passing grade in each part of the course curriculum in order to qualify for the appropriate DOT credit. The school must submit sample copies of examination questions, which should reflect all subjects taught, and be representative of the level of difficulty of the examination as a whole.



Students who complete a basic training course, but are unable to achieve a passing grade in the final examination, will not be entitled to any credit toward the experience requirement for an AME licence, but may still be accepted as having completed an acceptable course, subject to a statement by the training organization that the student completed the curriculum.

(f) Graduation Certificates

The school must provide a certificate of graduation to each student who successfully completes an approved course. This certificate must include:

- (i) the name and location of the school,
- (ii) the type of training accomplished,
- (iii) the full name of the student,
- (iv) the date of course completion,
- (v) an embossed raised seal,
- (vi) the signature of authorized officials, and
- (vii) Transport Canada's course approval number.

Samples of certificates should be included in the training control manual (marked "sample" diagonally across the page in red ink). The organization must provide a list of the names and signatures of all individuals authorized to sign certificates, forms and letters.

(g) Instructors

The school must provide an appropriate number of instructors, who are licensed in aircraft maintenance or have extensive experience in an appropriate specialty, and are trained in instructional techniques. The ratio of instructors to students should be appropriate to the type of training conducted, as indicated in the applicable section of this advisory.

Specialist instructors need not have experience in aircraft maintenance, however these individuals may not give instruction in aircraft maintenance.

The school must institute policies and procedures to ensure the evaluation of instructors, not only addressing teaching techniques, but also technical accuracy and conformance of presentations to course objectives.

The structured professional development program must be in place to ensure appropriate up-dating of faculty knowledge and expertise on a continuing basis (ideally this program should be tied to instructor evaluation).

(h) Organizational Chart

The training control manual must include an organizational chart, showing the responsibility and reporting levels of each member of the faculty. Where an individual reports to more than one manager, the organizational chart must make clear which manager is responsible for which function. The training control manual must describe the duties and responsibilities of the reporting levels listed on the organizational chart.

(i) Facilities

The training control manual must include a simple floor plan of the facility, showing the location of offices, classrooms, shops, etc. The facility must meet the following minimum requirements as applicable to the training provided, and have proper heating, lighting and ventilation to accommodate the maximum number of students expected to be taught at any one time.

Classrooms must be separated from workshops, labs, and other specialty areas. The following equipment must be available:

- (i) proper seating and a suitable writing surface for each student (e.g. desk or table and chair),
- (ii) proper writing surface for the instructor (e.g. blackboard, flip chart and/or magic marker board),
- (iii) podium and/or desk for the instructor,
- (iv) overhead projector and screen,
- (v) slide film projector, video player and monitor,
- (vi) wall charts, and
- (vii) visual training aids, as required by the course subject.

The school must have a technical library, in a controlled environment. Students must have reasonable access to this area including all the material. The school must have an adequate supply of materials, shop equipment and tools (including special tools) and miscellaneous equipment used in the maintenance of aircraft.

Tools and equipment must be appropriate for the purpose for which they are to be used and must be kept in satisfactory working condition. The school must guarantee the availability of any other equipment utilized (i.e. in any facility other than their own). This may be done by a letter of agreement or contract from the applicable organization, stating to what extent the school has access to their equipment, and signed by an appropriate official.

8. Basic Training Requirements

(a) Prerequisites

Each training organization should establish procedures for student admission which ensures that the student has the required background knowledge to assimilate the course content.

(b) Curriculum

The curriculum for a basic training course must cover the subjects and items prescribed in the applicable DOT Curriculum Guide (available upon request).

(c) Equipment

(i) General Aircraft

The school must have at least one aircraft (or one fixed and one rotary wing in the case of schools offering both fixed and rotary wing training) appropriate to the course curriculum. These aircraft, (hereafter referred to as the primary aircraft) must be of a type approved by a contracting state

for civil operation, and must be complete in all aspects, including engines, propellers or rotor systems, instruments, radios, landing gear, landing lights and other equipment and accessories. The primary aircraft need not be in an airworthy condition; however, they must be complete assemblies, that can be used in all aspects of training up to and including ground runs.

The school must have a variety of airframe structures, airframe systems and components; power plants, power plant systems and components of a quality and type suitable to complete the practical projects required by the course curriculum. These training aids on which instruction is to be given, and practical work experience gained, must be so diversified as to show the different methods of construction, assembly, inspection and operation which a student may be expected to encounter following graduation. There must be enough units so that not more than four students will work on any one unit at a time. If the aircraft used for instructional purposes have only simple systems, such as fixed landing gear, then training aids or operational mockups of the more complicated systems must be provided.

(ii) Avionics

The school must have at least one aircraft equipped with a comprehensive avionics package. The aircraft must be of a type approved by a contracting state for civil operation, and must be complete in all aspects, including engines, propellers or rotor systems, instruments, radios, landing gear, landing lights, and other equipment and accessories. The aircraft need not be in an airworthy condition; however, it must be a complete assembly, that can be used in all aspects of training up to and including ground runs, and functional tests.

The school must have a variety of airframe installed avionics systems and components, of a quality and type suitable to complete the practical projects required by the course curriculum. These training aids on which instruction is to be given, and practical work experience gained, must be so diversified as to show the different methods of construction, assembly, inspection and operation which a student may be expected to encounter following graduation. There must be enough units so that not more than four students will work on any one unit at a time. If the aircraft used for instructional purposes have only simple systems; then training aids or operational mock-ups of the more complicated systems must be provided.

(d) Facilities

(i) General Aircraft

The school must have policies and procedures in place to ensure that the shop facilities for basic training courses simulate as closely as possible the actual working environment of an aircraft operator.

The stores must be located in the training area and arranged to ensure proper separation from the work place. The stores area must be a typical aircraft store, including sections for receiving, storing (bonded and quarantine) and issuing of in-house certified parts and material. The



control of all calibrated tools, instruments and equipment should be handled and monitored from this area.

NOTE: This may be simulated to some extent, however, proper calibration must be accomplished for equipment to be used on aircraft and engines in a run-up condition.

The inflammable stores must be an enclosed space separate from other areas and include proper ventilation, sealed electrical systems, and liquid spill retention.

The hangar must be of sufficient size to contain the aircraft and equipment including tables, benches, jacks, stands, etc. and to permit the disassembly, inspection, etc., of the aircraft, engines and equipment.

The sheet metal section must have sufficient space to contain the equipment, required to fabricate and repair sheet metal, including tables, benches, break, bender, etc.

The woodworking and fabric section must be of sufficient size to contain equipment, including tables, benches, saws, sanders, joiners, etc., in order to fabricate and repair wood structure.

The battery section must be separate from the other work areas and be of sufficient size to contain two segregated areas including proper ventilation and sealed electrical systems, equipped to inspect, maintain and charge both ni-cad and lead acid batteries.

The painting section must be separate from the other work areas and be of sufficient size for doping and spray painting.

The cleaning/degreasing area must be provided in a separate, ventilated, space equipped with washtank and degreasing equipment.

The engine running area must be a separate space away from the work area. This may be in the form of an engine test cell or a tie-down area to run actual aircraft. In either case student safety must be assured.

The equipment and component sections must be provided with adequate equipment, including benches, stands, test equipment and special tools in order to disassemble, repair, assemble, test, service and inspect the following:

- (A) avionics,
- (B) electrical,
- (C) power plants (turbine),
- (D) fuels,



- (E) pneumatics and vacuum,
- (F) instruments: magnetic, gyro, pitot-static,
- (G) hydraulics,
- (H) helicopter powertrains, and
- (I) propellers.

(ii) Avionics

The school must have procedures in place to ensure that the shop facilities for basic training courses simulate, as closely as possible, the actual working environment of an aircraft operator.

The stores must be located in the training area and arranged to ensure proper separation from the work place. The stores area must be a typical aircraft store, including sections for receiving, storing (bonded and quarantine) and issuing of in-house certified parts and material. The control of all calibrated tools, instruments and equipment should be handled and monitored from this area.

NOTE: This may be simulated to some extent, however, proper calibration procedures must be established for equipment to be used on aircraft.

The hangar must be of sufficient size to contain the aircraft and equipment including tables, benches, jacks, stands, etc. and to permit the disassembly, inspection, etc., of the aircraft, engines and equipment.

The battery section must be separate from the other work areas and be of sufficient size to contain two segregated areas including proper ventilation and sealed electrical systems, equipped to inspect, maintain and charge both ni-cad and lead acid batteries.

The equipment and component sections must be provided with adequate equipment, including benches, stands, test equipment and special tools in order to disassemble, repair, assemble, test, service and inspect the following:

- (A) avionics,
- (B) electrical,
- (C) power plants,
- (D) pneumatics,
- (E) instruments: magnetic, gyro, pitot-static,
- (F) hydraulics,
- (G) flight controls, and
- (H) auto-pilots.

## (e) Reference Material

The school must have procedures in place to ensure the following are available and maintained in an up-to-date amended status:

- (i) Aeronautics Act,
- (ii) Air Regulations,
- (iii) Air Navigation Orders,
- (iv) Airworthiness Manual,
- (v) Personnel Licensing Handbook,
- (vi) FAA A.D.s (including bi-weekly supplements),
- (vii) Canadian Summary of A.D.s,
- (viii) A.C. 43-13-1A & 2A,
- (ix) type certificates and supplementary type certificates for the primary training aircraft,
- (x) a complete set of manuals (maintenance, overhaul, structural repair, illustrated parts catalogues, service bulletins and service instructions, etc.) for the primary training aircraft, and
- (xi) one copy of each text book required for the course of study.

## (f) Class Size

Classes should normally consist of not more than 25 students. When carrying out practical tasks in the work area, sufficient additional instructors or qualified supervisors should be available, normally in the ratio of 1 supervisor to each 6 students.

NOTE: In the case where aircraft with valid C of A are used for training purposes, the school must institute policies and procedure to ensure the aircraft are in an airworthiness condition prior to flight.

## (g) Advisory Committee

The school must have in place an advisory committee adequately representing the industry. The training control manual must describe the duties and responsibilities of this committee. The advisory committee's primary role should be to ensure that the course curriculum is current from an industry aspect. Its secondary role should encompass aid and assistance in all areas to support the curriculum, i.e. training aids, specialized equipment, instructors' professional development, etc.

The advisory committee meetings must be recorded and these minutes retained for a minimum of five years. The decisions reached must be sent to individuals involved with changes to the program, i.e. Transport Canada, provincial authorities and school officials.

9. Conversion Courses

Conversion courses may qualify for the credit toward the group, "fixed wing" or "rotary wing", experience requirements. They do not provide any credit toward the "category" experience requirements.

Conversion courses which meet all the requirements may receive a group experience credit of up to three times the actual time spent in training. The equipment requirements for a conversion course are similar to those of a basic training course, with the exception that only that material relative to the course subject need be provided.

The prerequisites for a conversion course should normally require that the applicant be the holder of an Aircraft Maintenance Engineer licence. Classes should normally consist of no more than 15 students.

#### 10. Type Training Courses

This type of course provides no credit towards the experience requirements for an Aircraft Maintenance Engineer licence; however, successful completion of an approved type course is a mandatory requirement for certain type ratings.

##### (a) Prerequisites

While no particular prerequisites have been established for aircraft type courses, training organizations should establish criteria to ensure that the students are capable of understanding the course material.

##### (b) Curriculum

The curriculum for an aircraft type course must cover the entire aircraft including engine and propeller. An exception may be made in the case of engines, where it is intended that the student attend a separate course on this subject; however, in such a case, the course approval will be annotated to the effect that, to obtain the rating, the graduate must either complete a separate engine course, or hold a rating on another aircraft having the same engine. Course length will vary greatly according to the complexity of the type, but will normally be at least:

- (i) in the case of aircraft type course, between 70 and 240 hours.
- (ii) in the case of an engine type course, between 35 and 70 hours.

Examples of various aircraft types and the approximate amount of training required are given in Figure 1, together with a breakdown of subjects indicating the relative amount of training required by each aircraft system.

##### (c) Equipment

An aircraft type course must have a system in place to ensure a minimum of 5% hands-on training with any combination of the following instructional equipment:

- (i) a simulator or procedures trainer of a type compatible with or similar to the aircraft,
- (ii) an aircraft of the type, and/or
- (iii) training aid mock-ups appropriate to the type.

The purpose of the instructional equipment is to ensure that:

- (i) students can locate and identify all aircraft components, and
- (ii) students are able to effectively troubleshoot, inspect and carry out functional tests of all live aircraft systems from a cockpit perspective.



(d) Facilities

Shop facilities for aircraft type courses need not be as elaborate as basic training or conversion courses, since type courses are intended for experienced personnel. These courses must, however, have access to facilities appropriate to the course content requirements. Simulators must be located in a separate area, with adequate equipment for maintenance training. Hangar facilities must provide sufficient space to contain an aircraft and required shop equipment to either:

- (i) disassemble, inspect, maintain, overhaul, adjust and assemble aircraft; or
- (ii) locate, inspect, troubleshoot, functional test and explain various areas and components of an aircraft.

Training aids, mock-ups and/or simulators must be located in sufficient space to contain this equipment in an acceptable fashion for display, inspection and operation.

(e) Reference Material

The school must supply each student with a copy of a course training manual, containing all the subject material covered. The school must have procedures in place to ensure that the following are available and maintained in an up-to-date amended status:

- (i) maintenance,
- (ii) overhaul,
- (iii) structural,
- (iv) parts,
- (v) bulletins and/or instructions, and
- (vi) airworthiness directives.

(f) Class Size

Classes shall consist of not more than 15 students.

(g) Advisory Committee

A formally constituted advisory committee may not be required for type courses. However, the school must explain in detail how changes to the course are handled. This includes, but is not limited to curriculum content, equipment, facilities, etc.

APPROVED TRAINING ORGANIZATIONS

FIGURE 1(A)

AIRCRAFT TYPE	NO. OF TRAINING HOURS REQUIRED
DEHAVILLAND DH8	90* - 120
GULFSTREAM GII	120* - 160
BOEING B727	160* - 200
AIRBUS A320	200* - 240
BELL BH206	70* - 90
BELL DH212	90* - 120

\*NOTE: Engine courses may be required on a supplemental basis, relative to the individual student's previous experience.

# APPROVED TRAINING ORGANIZATIONS

## FIGURE 1(B)

### EXAMPLE OF HOURLY BREAKDOWN

#### FALCON 50

SUBJECT	HOURS
Aircraft General and Structure	4
D.C. Electrical Power, Starting A.C. Power and Lighting	16
Hydraulic Power and Distribution	6
Flight Controls	16
Landing Gear	8
Fuel System	7
Power Plant/Thrust Reverser	6
APU	3
Bleed Air, Air Conditioning and Pressurization	8
Ice and Rain Protection	4
Oxygen System	2
Fire Protection	2
Pitot/Static and Air Data System	2
Examination	3
Subtotal	87
Simulator	3
TOTAL	90





## FOREWORD

The standards detailed in this Part of the Personnel Licensing Handbook relate only to the licensing of Air Traffic Controllers, and must not be construed as pertaining to employment conditions.

All civil Air Traffic Controllers in Canada are employed by the Department of Transport. Therefore, before any licence may be issued, a person shall have successfully undergone:

- (a) a medical examination as specified in the Personnel Licensing Handbook Volume 3 - Medical Requirements;
- (b) selection and employment by the Department of Transport as an Air Traffic Controller-in-Training;
- (c) all necessary approved courses for Air Traffic Control training; and
- (d) practical training and testing at an actual Air Traffic Control unit.

Any person interested in employment as an Air Traffic Controller should contact the nearest office of the Public Service Commission.



**PART II**  
**AIR TRAFFIC CONTROLLER LICENCE**  
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## PART II

### AIR TRAFFIC CONTROLLER LICENCE

#### CHAPTER 1

#### GENERAL INFORMATION

##### 1. Definitions

- (a) "Air Traffic Controller", in this Part, means a person who is the holder of an Air Traffic Controller Licence issued under Part IV of the Air Regulations (hereinafter to be shown as ATC).
- (b) "Rating", in this Part, means an endorsement under Part XIII of an ATC Licence.
- (c) "Approved Course of Air Traffic Control Training", in this Part, means a course of theoretical and practical training, as set forth in the Air Traffic Control, Manual of Operations and approved by the Director General, Civil Aeronautics, including written examinations and a demonstration of skill.

##### 2. International Civil Aviation Organization (ICAO)

Canada is a Contracting State to the International Civil Aviation Organization (ICAO) and ATC licences are generally in accord with the Standards and Recommended Practices contained in Annex I to the Convention. Canada, in one exception to ICAO Standards, requires the minimum age for the issue of an ATC licence to be 19 years.

##### 3. General Licensing Inquiries

Inquiries with respect to Air Traffic Controller Licences should be made to the Department of Transport Regional Headquarters appropriate to the applicant's place of residence in Canada. The processing of applications, and the issuing of licences are administered by Regional Headquarters at the following locations:

###### ATLANTIC REGION

Regional Director  
Aviation Regulation  
Department of Transport

###### Postal Address

P.O. Box 42  
Moncton, New Brunswick  
E1C 8K6

###### Office Address

95 Foundry Street  
Moncton, New Brunswick  
E1C 5H7

###### CENTRAL REGION

Regional Director  
Aviation Regulation  
Department of Transport

###### Postal Address

P.O. Box 8550  
Winnipeg, Manitoba  
R3C 0P6

###### Office Address

333 Main Street  
Winnipeg, Manitoba  
R3C 0P6

QUEBEC REGION

Regional Director  
Aviation Licensing  
Department of Transport  
Montreal International Airport  
P.O. Box 500  
Dorval, Quebec  
H9R 5P8

ONTARIO REGION

Regional Director  
Aviation Licensing  
Department of Transport  
4900 Yonge Street  
Suite 300  
Willowdale, Ontario  
M2N 6A5

WESTERN REGION

Regional Director  
Aviation Licensing  
Department of Transport  
Canada Place  
11th Floor, 9700 Jasper Ave.  
Edmonton, Alberta  
T5J 4E6

PACIFIC REGION

Regional Director  
Aviation Licensing  
Department of Transport  
Suite 620  
800 Burrard Street  
Vancouver, British Columbia  
V6Z 2J8

4. General Conditions

The following conditions apply to the issue of an ATC licence:

- (a) Citizenship - An applicant's citizenship must be shown on his aviation personnel licence and must therefore be determined prior to issue of the licence.
- (b) Proof of Citizenship - The following documents are acceptable as proof of citizenship
  - (i) a citizenship certificate;
  - (ii) a valid passport;
  - (iii) a birth or baptismal certificate issued in Canada or in a State whose citizens do not require a passport to travel in Canada. A copy certified by the issuing State or duly notarized is acceptable;
  - (iv) a Canadian Immigration Record and Visa, Form IMM 1000, issued to a landed immigrant by the Department of Employment and Immigration; and
  - (v) an aviation personnel licence showing the citizenship of the holder and issued by the State of which he is a citizen.
- (c) Language
  - (i) An applicant shall be competent in the use of the English language and shall have the ability to speak such language without accent or impediment which would adversely affect two-way radio communication for the exchange of safety and control messages in the aeronautical service.

- (ii) Where bilingual Air Traffic Service is provided, an applicant shall be competent in the use of the English and French language and shall have the ability to speak both languages without accent or impediment which would adversely affect two-way radio communication for the exchange of safety and control messages in the aeronautical service.
- (d) Tests and Examinations - All tests and examinations for issuance of a licence shall be completed and an application submitted during the twelve month period immediately preceding the date of issue of a licence.
- (e) An Air Traffic Controller-in-Training shall obtain a "Restricted Radio-telephone Operator's Certificate" or a higher licence, to operate radio equipment at an aeronautical radio station.
- (f) Age - An applicant shall be not less than nineteen years of age. When proof of age is required it may be provided in one of the following forms
  - (i) a Canadian citizenship certificate;
  - (ii) a birth certificate or copy thereof certified by the issuing authority, or a duly notarized copy thereof;
  - (iii) where a birth certificate cannot be produced a baptismal certificate supported by a statutory declaration in which the applicant declares his age will be accepted; or
  - (iv) a valid Canadian passport.

5. Medical Fitness

- (a) A medical examination required for the issue or revalidation of an aviation personnel permit or licence shall be conducted by a Department of Transport designated medical examiner in accordance with the Medical Standards for Civil Aviation Personnel Licensing. A candidate for issue or revalidation of an aviation personnel permit or licence requiring a medical examination should present himself to
  - (i) a medical examiner listed in the Personnel Licensing Handbook, Volume 3 - Medical Requirements,
  - (ii) a Canadian Forces Regular Medical Officer provided the candidate being examined is either a regular member of the Canadian Forces, an Air Cadet or a civilian in residence on a Canadian Forces Base; or
  - (iii) in the case of a licence holder residing outside of Canada, a medical examiner appointed by the Licence Authority of a Member State of the International Civil Aviation Organization; and



- (b) On completion of the medical examination and assessment of the medical examination report by the Department of Transport, the candidate will be informed of the results of this assessment by issue of a Licence Validation Certificate or by letter.

6. Licence Validation Certificate

- (a) When the holder of a licence undergoes a medical re-examination to extend the medical validity of his licence, he must present his Licence Validation Certificate to the medical examiner and ensure that the examiner endorses the result of the examination in the space provided for that purpose on the back of Form 26-0055.
- (b) Endorsement attesting to a satisfactory medical re-examination by a medical examiner listed in the Personnel Licensing Handbook, Volume 3 - Medical Requirements or a Canadian Forces Regular Medical Officer will constitute revalidation of a licence until issue of a new Licence Validation Certificate by the Department of Transport or for a maximum period of sixty days (two calendar months) from the date of medical re-examination, whichever is the earlier.
- (c) To maintain continuous medical validity of a licence or permit, the holder should arrange to have his next medical examination completed during the last month of the medical validity period of the licence or permit. For example, a holder whose licence or permit is medically valid until October 1, should have his next medical examination during the month of September.

7. Medical Examination Requirements - Issue and Re-Validation of Aviation Personnel Licences

The issue of a Licence Validation Certificate is subject to the receipt and satisfactory assessment of the medical reports, appropriate to the medical category desired, at intervals no less frequently than indicated and such additional information as may be required from time to time. Details of the medical examination requirements are continued in the Personnel Licensing Handbook, Volume 3. For ease of reference, these requirements are summarized in the "Table of Medical Examination Requirements", Appendix "A" to this Chapter.

8. Application

Application for the issue of a licence or endorsement of a rating or location shall be made on Form 26-0145 accompanied by the applicable progress report on Form 28-0130 or 28-0131. A sample of Form 26-0145 is in Part II, Chapter 4.

9. Replacement of Personnel Licence

(a) Licence Lost or Destroyed

Provided it is medically valid, a personnel licence that has been lost or destroyed may be replaced on application to the Regional Manager, Aviation Licensing accompanied by

- (i) a \$10.00 fee; and
- (ii) the following declaration:

"I \_\_\_\_\_ hereby certify that I am the holder of  
Name  
\_\_\_\_\_ number \_\_\_\_\_ issued  
Permit/Licence Title

by the Minister of Transport. I declare that the said document has been lost/destroyed and I hereby apply for the replacement of the said document.

\_\_\_\_\_  
Date Signature of Applicant

- NOTES:
- 1: It is a summary conviction offence to make a false representation.
  - 2: In extenuating circumstances the Regional Manager, Aviation Licensing may waive payment of the fee.
  - 3: Licence forms that have become separated at the fold are considered to be destroyed and should be replaced.

(b) Change of Name - Marriage or Court Order

The personnel licence of a person whose name has changed may be replaced without charge on application to the Regional Manager, Aviation Licensing. The application must be accompanied by proof of change of name either through the court or through marriage.

(c) Change of Name-Assumed

For personnel licensing purposes a person may use the name by which he is commonly known without a legal change of name. Applicants who wish to do so are required to submit the following declaration:

Declaration of Name for Personnel Licences

"I am the person whose former name is \_\_\_\_\_ as shown on the attached document (birth certificate, baptismal certificate, passport, etc). The name that I am known by and commonly use and that I wish to appear on my personnel licence issued by the Minister of Transport is \_\_\_\_\_. I understand that before further change in my name can be made for licensing purposes, I must submit proof of change of name from the Government of the Province in which I am residing at the time.

_____ Date	_____ Signed (Assumed name)
---------------	--------------------------------

(d) Change of Citizenship

The personnel licence of a person whose citizenship has changed may be replaced without charge on application to the Regional Manager, Aviation Licensing. The application must be accompanied by proof of citizenship (citizenship certificate, valid passport).

Appendix "A"  
Chapter 1

TABLE OF MEDICAL EXAMINATION REQUIREMENTS

LICENCE DESIRED	MINIMUM MEDICAL CATEGORY REQUIRED	FREQUENCY OF PERIODIC MEDICAL DOCUMENTATION			
		MEDICAL EXAMINATION REPORT (MER) (i)	ELECTRO-CARDIO-GRAM (ECG) (ii) (v)	AUDIOGRAM (iii) (v)	CHEST X-RAY (iv)
<ul style="list-style-type: none"> <li>- Airline Transport</li> <li>- Senior Commercial</li> <li>- Commercial except Ultra-Light Aeroplane</li> </ul>	CAT 1	<ul style="list-style-type: none"> <li>- every 12 months</li> <li>- after age 40, every 6 months</li> </ul>	<ul style="list-style-type: none"> <li>- initial medical examination</li> <li>- within 2 years of each medical examination between age 30-40</li> <li>- within 12 months of each medical examination after age 40</li> </ul>	<ul style="list-style-type: none"> <li>- initial medical examination</li> <li>- within 5 years of the first medical examination after age 55</li> <li>- other times when clinically indicated</li> </ul>	<ul style="list-style-type: none"> <li>- not required unless clinically indicated</li> </ul>
<ul style="list-style-type: none"> <li>- Air Traffic Controller</li> <li>- Flight Navigator</li> <li>- Flight Engineer</li> </ul>	CAT 2	<ul style="list-style-type: none"> <li>- every 12 months</li> </ul>			<ul style="list-style-type: none"> <li>- not required unless clinically indicated</li> </ul>
<ul style="list-style-type: none"> <li>- Private Pilot except Ultra-light Aeroplane</li> <li>- Balloon Pilot</li> <li>- Commercial Pilot, Ultra-Light Aeroplane</li> </ul>	CAT 3	<ul style="list-style-type: none"> <li>- every 24 months</li> <li>- after age 40, every 12 months</li> </ul>	<ul style="list-style-type: none"> <li>- within 5 years of each medical examination after age 40</li> </ul>	<ul style="list-style-type: none"> <li>- not required unless clinically indicated</li> </ul>	<ul style="list-style-type: none"> <li>- not required unless clinically indicated</li> </ul>
<ul style="list-style-type: none"> <li>- Glider Pilot</li> <li>- Private Pilot, Ultra-Light Aeroplane</li> </ul>	CAT 4	<ul style="list-style-type: none"> <li>- every 60 months</li> </ul>	<ul style="list-style-type: none"> <li>- not required unless clinically indicated</li> </ul>	<ul style="list-style-type: none"> <li>- not required unless clinically indicated</li> </ul>	<ul style="list-style-type: none"> <li>- not required unless clinically indicated</li> </ul>



- (i) The medical examination shall be completed by a designated Civil Aviation Medical Examiner. The period of validity of the medical examination is calculated from the first day of the month following the date of medical examination.
- (ii) Unless otherwise specified an electrocardiogram shall be a standard 12 lead fasting electrocardiogram.
- (iii) When an electrocardiogram or audiogram is required "at the next examination" it should be submitted either with the next report of medical examination or within the 30 days preceding the date of medical examination.
- (iv) In order for an electrocardiogram or audiogram to be accepted as meeting the above requirements it shall normally be forwarded for receipt by TC, within 60 days of the date of the electrocardiogram or audiogram.

NOTE: Unless an applicant has been tested satisfactorily during the preceding five years, he shall be tested on a pure tone audiometer at the initial examination for a Medical Category 1 or 2 and at the first medical examination after age 55.

## CHAPTER 2

### AIR TRAFFIC CONTROLLER LICENCE

1. Age

An applicant shall be not less than nineteen years of age.

2. Medical Fitness and Re-Validation

An applicant shall have completed the medical examination requirements in accordance with the Medical Standards for Civil Aviation Personnel Licensing and be in possession of Category 1 or 2 Licence Validation Certificate valid for an Air Traffic Controller Licence.

The normal medical validity period for a licence holder is 12 months. Re-validation of the licence is accomplished by satisfactory completion of the medical examination requirements and issue of a new Category 1 or 2 Licence Validation Certificate.

See Part II, Chapter 1, Appendix "A" for Table of Medical Examination Requirements.

3. Knowledge

An applicant shall have successfully completed written examinations on:

- (a) Air Regulations and Air Navigation Orders;
- (b) Air Traffic Control Manual of Operations;
- (c) the principles of air navigation, including the use of altimeters;
- (d) the use and limitations of radio, visual and other aids to air navigation;
- (e) meteorology, including an appreciation of synoptic charts, weather reports and forecasts;
- (f) the performance of various aircraft types relative to air traffic control procedures, including the avoidance of wake turbulence; and
- (g) the basic principles, use and limitations of radar equipment.

4. Experience

An applicant shall have successfully completed an approved course of ATC training and have met all requirements for the endorsement of one of the Ratings detailed in Part II, Chapter 3.

5. Skill

An applicant shall have satisfied the skill requirement for the endorsement of the Rating applied for as detailed in Part II, Chapter 3.

6. Privileges

ATC Licence privileges, which relate to the Rating(s) held, are detailed for the individual ratings in Part II, Chapter 3.



## CHAPTER 3

### RATINGS

#### 1. General

##### (a) Ratings

Ratings to an Air Traffic Controller Licence, which may be endorsed for one or more specified locations, comprise:

- (i) Airport Control;
- (ii) Terminal Control; and
- (iii) Area Control.

Prior to the issue of an Air Traffic Controller Licence, and before any privileges may be exercised, an applicant shall have met all requirements for the endorsement of a particular rating at a specific location.

##### (b) Validity

Any rating to an Air Traffic Controller Licence shall become invalid when the holder has not exercised the attaching privileges for a period as specified in the ATS Manual of Operations, and the holder must re-establish competency prior to again exercising such privileges.

##### (c) Skill

An applicant shall have demonstrated ability to perform those functions applicable to the privileges to be granted.

#### 2. Airport Control Rating

##### (a) Knowledge

An applicant for an Airport Control Rating shall have successfully completed an approved course of airport control and have demonstrated knowledge of the particular location for which the rating is desired through successful completion of written examinations on:

- (i) airport and control zone rules and traffic characteristics;
- (ii) co-ordination procedures between the airport control tower unit and other traffic control units;
- (iii) meteorological phenomena peculiar to that airport;
- (iv) the alerting of emergency services;

- (v) electronic aids to air traffic control; and
- (vi) terrain prominent landmarks and air navigation facilities within a 25 nautical mile radius of the centre of the airport.

(b) Experience

During the twelve months preceding the endorsement of an Airport Control Rating, an applicant shall have:

- (i) successfully completed an approved course of ATC training; and
- (ii) served satisfactorily under the supervision of a qualified airport controller for:
  - (A) normally not less than three months in the case of the initial issue of an ATC licence;
  - (B) normally not less than one month in the case of the initial issue of an Airport Control Rating to the holder of an ATC licence endorsed with a Terminal Control or Area Control Rating;
  - (C) a period of time as necessary to demonstrate competence in the case of the endorsement of an additional location to the holder of an ATC licence with an Airport Control Rating.

(c) Privileges

The holder of a valid Air Traffic Controller Licence with an Airport Control Rating may provide, or supervise the provision of, air traffic services at the airport(s) for which the rating is held.

3. Terminal Control Rating

(a) Knowledge

An applicant for a Terminal Control Rating shall have successfully completed an approved course of IFR control and have demonstrated knowledge of the particular location for which the rating is desired through successful completion of written examinations on:

- (i) control zone and terminal control area rules and traffic characteristics;
- (ii) co-ordination procedures between the terminal control unit and other air traffic control units;
- (iii) meteorological phenomena peculiar to that terminal control area;
- (iv) the alerting of emergency services;

- (v) electronic aids to air traffic control;
- (vi) air navigation facilities within, and immediately adjacent to, that terminal control area; and
- (vii) holding, approach, missed approach and departure procedures.

(b) Experience

During the twelve months preceding the endorsement of a Terminal Control Rating, an applicant shall have:

- (i) successfully completed an approved course of ATC training; and
- (ii) served satisfactorily under the supervision of a qualified terminal controller for:
  - (A) normally not less than three months in the case of the initial issue of an ATC licence;
  - (B) normally not less than one month in the case of the initial issue of a Terminal Control Rating to the holder of an ATC licence endorsed with an Airport Control of Area Control Rating; or
  - (C) a period of time as necessary to demonstrate competence in the case of the endorsement of an additional location to the holder of an ATC Licence with a Terminal Control Rating.

(c) Privileges

The holder of a valid Air Traffic Controller Licence with a Terminal Control Rating may provide, or supervise the provision of, air traffic services within the Terminal Control Area for which the rating is held.

4. Area Control Rating

(a) Knowledge

An applicant for an Area Control Rating shall have successfully completed an approved course of IFR Control and have demonstrated knowledge of the particular location for which the rating is desired through successful completion of written examinations on:

- (i) the rules applicable to all airspace under the jurisdiction of that area control centre;
- (ii) co-ordination procedures between the area control centre and other air traffic control units;

- (iii) the location and alerting of emergency services;
- (iv) electronic aids to air traffic control;
- (v) air navigation facilities underlying, and immediately adjacent to, the airspace under the jurisdiction of that area control centre; and
- (vi) holding, approach, missed approach and departure procedures.

(b) Experience

During the twelve months preceding the endorsement of an Area Control Rating, an applicant shall have:

- (i) successfully completed an approved course of ATC training; and
- (ii) served satisfactorily under the supervision of a qualified area controller for:
  - (A) normally not less than three months in the case of the initial issue of an ATC Licence;
  - (B) normally not less than two months in the case of the initial issue of an Area Control Rating to the holder of an ATC Licence endorsed with an Airport Control or Terminal Control Rating; or
  - (C) a period of time as necessary to demonstrate competence in the case of the endorsement of an additional location to the holder of an ATC Licence with an Area Control Rating.

(c) Privileges

The holder of a valid Air Traffic Controller Licence with an Area Control Rating may provide, or supervise the provision of, air traffic services within the airspace under the jurisdiction of the Area Control Centre for which the rating is held.



## **CHAPTER 4**

### **FORMS**

Form 26-0145, Air Traffic Controller Licence Application is referred to in this Handbook and is reproduced for the reference and guidance of all concerned.











